

Vocational Technology

Module 1: Starting Your Job Search

Intro Mouse, keyboard, files creating folders, storing, opening and closing programs, copy, rename delete

Module 2: Using the Internet

Opening web pages, menus and buttons, links and navigation, pop-up menus

Module 3: Communicating with Computers

Sign up for an email account, adding contacts, writing new messages, forward, reply and delete, attaching files to messages

Module 4: Microsoft Word

Opening word, writing basic documents, saving files, navigating menus

Module 5: Resumes and Cover Letters

Working with word documents, formatting, creating a resume and cover letter, attaching a resume to an email message.

Module 6: Getting There

Using the metro trip finder website to find bus routes and schedules, using MapQuest and Google maps to find addresses and directions

Module 7: Internet Searches

Using key words to find things on the internet, limiting and refining your searches, reliable web sites, search engines

Module 8: Finding Jobs on the Internet

Using web sites like craigslist, Indeed and Monster to search for jobs, finding job openings on company web sites, downloading applications

Module 9: Applying for Jobs On-Line

Filling out applications on line, navigating between fields, attaching a resume, copy and paste